

**POLICY TITLE:** Inclement Weather Policy  
**POLICY NUMBER:** PR-16  
**ADOPTION DATE:** February 14, 1995  
**EFFECTIVE DATE:** February 14, 1995  
**REVISION DATES:** Dec. 4, 2003; Mar. 18, 2004; Nov. 7, 2005; Mar. 19, 2007

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## **I. CLOSING OF COUNTY OFFICES**

In the event of extreme weather conditions, a determination may be made to announce the closing of non-essential County Offices. All regularly scheduled non-essential personnel will be granted paid leave (excludes any employee on annual, sick or personal leave). All essential\* personnel will be granted an equal benefit as determined by the Board of County Commissioners.

## **II. LIBERAL LEAVE**

If marginal weather conditions exist, a determination may be made to allow the use of liberal leave for non-essential personnel. In addition, the County will grant Liberal Leave until Noon to non-essential employees whose specific school district is delayed or closed on said day. Liberal leave will be defined as leave time that has not been planned or scheduled in advance. In this case, the Department Head/Division Director may grant non-essential employees leave on an individual basis. **This leave shall be charged against accrued annual or personal leave. (Personal Leave must be a full-day).**

## **III. NOTIFICATION PROCESS**

**Closing during normal workday** - phone notification from County Administrator's Office.

**Closing prior to normal work day/Liberal Leave** - Messages will appear on the TV-25 crawl by 6:00 a.m and may be on their early newscast at 6:00 a.m. or on their website [www.nbc25.com](http://www.nbc25.com). Announcements will be made on the following primary radio stations WJEJ AM 1240, 6:06 a.m.; WARK AM 1490, 6:00 a.m.; WCRH FM 90.5, 6:00 a.m. Notification will also be available at the Public Information Office at 240-313-2077, and on the County website, [www.washco-md.net/](http://www.washco-md.net/).

**\*ESSENTIAL PERSONNEL** (as posted within each of the following offices)

- Highway Department
- Transportation
- Airport
- Building, Grounds & Parks
- Solid Waste
- Division and Department Heads
- Emergency Services
- Sheriff's Department
- Water Quality